



**DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
PART-TIME MAIL HANDLER**

[PLEASE FOLLOW THE APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Posting Date: October 20, 2015

Closing Date: October 29, 2015

The Department of Social Services is seeking two (2) part-time (17 hours weekly) Mail Handlers for a challenging position in our Central Office location. Candidates must be prepared to work in an environment that is diverse, technical, complex, and fast paced. All positions will require teamwork, reliability, accuracy, precise attention to detail, and lastly must possess and retain a valid driver's license.

Open To: **The Public**

Location: DSS Central Office
55 Farmington Avenue, Hartford, CT 06105

Bargaining Unit: NP-2 (Maintenance)

Position Number(s): 112687 & 112688

Work Schedule: 17 hours weekly, Monday thru Friday: between the hours of 8:00 am – 5:00 pm

Salary Range: \$18.83 hourly to \$23.84 hourly

Essential Responsibilities Include:

Sorts, distributes and routes incoming and interoffice mail; operates automatic postage application equipment, mail inserters, and weight scales; weighs and stamps postage, franked or metered mail; drives state vehicles in the delivery of United States and interagency mail; picks up and delivers mail at United States Post Offices; signs for insured, certified, registered and special delivery mail; updates and maintains records; may maintain daily cash records; schedules vehicle maintenance; provides postal service assistance to customers; performs related duties as required.

Minimum Qualifications (Knowledge, Skills & Ability)

Knowledge of U.S. Postal Service regulations, rates and classes of mail; some oral and written communication skills; some interpersonal skills; ability to follow oral and written instructions; ability to perform basic arithmetic computations; ability to utilize computer software; ability to operate computerized and mechanical postal processing equipment; some mechanical ability.

EXPERIENCE AND TRAINING:

General Experience:

One (1) year of experience in a mail service or postal operation involving the operation and maintenance of mail service equipment.

SPECIAL REQUIREMENT:

Incumbents in this class may be required by the appointing authority to possess appropriate current licenses, permits and/or certifications. **Must possess and retain a valid driver's license.**

PHYSICAL REQUIREMENTS:

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. A physical examination may be required.
3. Incumbents in this class may be required to lift moderate to heavy weights.

Note: The filling of this position will be in accordance with State reemployment/SEBAC, transfer, promotion, and merit employment rules.

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter (which must elaborate on the General Experience requirement stated above), and three (3) supervisory reference letters (*State employees must submit their two (2) most recent Performance Appraisals in lieu of references*) **in duplicate** to:

**Christine Martin, Human Resources Assistant
Department of Social Services
55 Farmington Avenue, 5th Floor
Hartford, CT 06105**

All applications must be postmarked on or before October 29, 2015

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

Due to the large volume of applications received, we are unable to field phone inquiries.

~PLEASE BE ADVISED THAT HAND-DELIVERED/FAXED/E-MAILED APPLICATIONS WILL NOT BE ACCEPTED~

~APPLICATIONS SENT VIA INTEROFFICE MAIL WILL NOT BE CONSIDERED~

LATE APPLICATIONS WILL NOT BE CONSIDERED

Inquiries on application receipt will not be returned if you are calling or emailing to check status.

An Equal Opportunity / Affirmative Action Employer.

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.